



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka.

Personnel Management Division  
Officer Management Department(Sec-1)  
E-Mail : dgmpmd@sonalibank.com.bd  
☎ : 9564515, 9551121,01787695513

NO. PMD/OMD/SEC-1/PF(O-6793)/ 15308

Dated : 06 November, 2016

Mr. S.H.S. Abu Zafar (G-27437)  
General Manager  
Sonali Bank Limited  
General Manager's Office, Mymensing  
Mymensing.

Dear Sir,

Subject : **Sanction of 30 (thirty) days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no 5607 dated 20 October, 2016 of Vigilance Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application the Executive Committee of the Board of Directors of Sonali Bank Limited in their 53rd meeting held on 02 November, 2016 have sanctioned 30 days leave (outside Bangladesh) including transit period from the date of availment with a permission to visit India under the following terms & conditions :

**Conditions :**

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
- 2) It will be treated as leave outside Bangladesh.
- 3) Over stay in abroad will not be allowed.
- 4) This sanction letter will remain valid for 3 (three) months from the date of issue.

As per approval of the authority Mr. Md. Morshed Alam Khondoker, General Manager, General Manager's Office Dhaka-1, Dhaka will take over the charges of General Manager's Office, Mymensing temporarily during your leave period.

Yours Faithfully,

S/d-

( Tauhidul Islam )

Assistant General Manager

**Copy forward for kind information & necessary action to:**

- 01) Mr. Md. Morshed Alam Khondoker, The General Manager, Sonali Bank Limited, General Manager's Office Dhaka-1, Dhaka.
- 02) The General Manager, Sonali Bank Limited, General Manager's Office, Mymensing.
- 03) The Deputy General Manager, Information & Technology Division-2, Sonali Bank Limited, Head Office Dhaka. They are requested to upload the letter in the Bank's website.
- 04) P.S to CEO & Managing Director, Sonali Bank Limited, Head Office Dhaka.
- 05) Immigration Officer, All Airports/All Land Ports, Bangladesh.

  
Assistant General Manager  
Tauhidul Islam  
Assistant General Manager  
Personnel Management Division  
Sonali Bank Limited  
Head Office Dhaka